



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

Effective 7/1/09

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ARTS PROGRAM COORDINATOR	35	B	7.881
ARTS PROGRAM ASSOCIATE	33	B	7.882
ARTS PROGRAM ASSOCIATE TRAINEE	31	B	7.883

SERIES CONCEPT

Arts Program professionals participate in the promotion and development of short and long term arts programs, services, and partnerships; investigate and secure private funding sources for State and/or State sponsored programs; and implement a subgrants review and awards process.

Develop, implement, and coordinate short and long term programs, services, and partnerships; provide program outreach and professional development services; initiate fieldwork which may require photography, recorded interviews, and written evaluations and documentation; prepare materials for archival and/or presentation which may require planning, research, curation, and other production and implementation tasks; develop lesson plans and materials; make presentations; investigate and apply for private and/or outside funding sources to support program projects.

Promote and publicize program offerings, serve as a liaison and representative, and respond to requests for information from and with: agency staff; colleagues; government and community agencies; regional, state, and national organizations; publications; radio and television programs; and the public.

Write/amend program descriptions, compile required financial and programmatic data; research, develop, recommend, and implement activities to maximize and enhance services provided; assist in compiling data for reports.

Manage the subgrants review and awards process to include overseeing or preparing subgrant packets and documentation, distributing packets and documentation, overseeing or processing applications, selecting panelists, coordinating panel reviews, administering or keeping records, and providing assistance to subgrantees.

Coordinate or participate in arranging meetings and conferences which may include developing agendas, schedules, and printed materials; finding volunteers and speakers; making travel arrangements; coordinating activities; making presentations; and fulfilling other meeting and conference administrative requirements.

Develop publications, toolkits, website content, and other written and electronic materials; maintain accessible files and statistical compilations; catalog and maintain fieldwork materials as required.

Work collaboratively with other agency staff to develop comprehensive agency outreach, professional development services, and technical assistance services; assist with special initiatives, programs, and services.

Train, supervise, and evaluate the performance of contractors, interns, and/or students as assigned.

Perform related duties as assigned.

CLASS CONCEPTS

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Arts Program Coordinator: Under limited supervision, incumbents perform the duties described in the series concept, are responsible for coordination of a statewide arts program, and may supervise the performance of subordinate professional staff.

Incumbents develop and manage program budgets, monitor funding levels for programs and services provided, track program income and costs, and maintain records; prepare grant applications and/or secure private funding sources; oversee a subgrants review and awards process; develop reports regarding program activities, statistics, and effectiveness and submit to funding sources. This level is distinguished from the Arts Program Associate by budget responsibility and overall program management.

Arts Program Associate: Under general supervision, incumbents perform the duties described in the series concept. This is the journey level in the series.

Arts Program Associate Trainee: Under close supervision, incumbents receive training in duties described in the series concept. Progression to the next level in the series may occur upon meeting minimum qualifications, satisfactory performance, and with the approval of the appointing authority. This is the trainee level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Knowledge of an arts field applicable to the position is required and will be designated at the time of recruitment.

ARTS PROGRAM COORDINATOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in studio art, dance, theater, photography, folklife, communications, architecture, English, creative writing, or closely related field and three years of professional experience relevant to the position which involved working with a non-profit arts or cultural organization, a public arts or cultural agency, or comparable experience in a public or non-profit setting; OR Master's degree from an accredited college or university in studio art, dance, theater, photography, folklife, communications, architecture, English, creative writing, or closely related field and two years of professional experience relevant to the position which involved working with a non-profit arts or cultural organization, a public arts or cultural agency, or comparable experience in a public or non-profit setting; OR Associate's degree from an accredited college or university in studio art, dance, theater, photography, folklife, communications, architecture, English, creative writing, or closely related field and four years of professional experience relevant to the position which involved working with a non-profit arts or cultural organization, a public arts or cultural agency, or comparable experience in a public or non-profit setting; OR graduation from high school or equivalent education and five years of professional experience relevant to the position which involved working with a non-profit arts or cultural organization, a public arts or cultural agency, or comparable experience in a public or non-profit setting; OR an equivalent combination of education and experience; OR one year of experience as an Arts Program Associate in Nevada State service. (See Special Requirement)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Detailed knowledge of: arts policy, program management, and administration. ***General knowledge of:*** supervisory principles and practices. ***Ability to:*** create and implement new arts programs to fulfill agency goals and objectives; develop and implement focus groups, workshops, and conferences which may include fieldwork to obtain information; and all other knowledge, skills, and abilities required at the lower levels.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Working knowledge of: agency and federal grant guidelines and the National Endowment for the Arts rules and regulations on grants; State and federal agencies and specific requirements pertaining to cultural resources/arts management in Nevada. Ability to: assess program and future project needs; develop and manage program budgets; motivate others to effective action in a diplomatic manner; plan, coordinate, and implement grant panel meetings and other publicly noticed meetings.

ARTS PROGRAM ASSOCIATE

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in studio art, dance, theater, photography, folklife, communications, architecture, English, creative writing, or closely related field and two years of professional experience relevant to the position which involved working with a non-profit arts or cultural organization, a public arts or cultural agency, or comparable experience in a public or non-profit setting; OR Master's degree from an accredited college or university in studio art, dance, theater, photography, folklife, communications, architecture, English, creative writing, or closely related field and one year of professional experience relevant to the position which involved working with a non-profit arts or cultural organization, a public arts or cultural agency, or comparable experience in a public or non-profit setting; OR Associate's degree from an accredited college or university in studio art, dance, theater, photography, folklife, communications, architecture, English, creative writing, or closely related field and three years of professional experience relevant to the position which involved working with a non-profit arts or cultural organization, a public arts or cultural agency, or comparable experience in a public or non-profit setting; OR graduation from high school or equivalent education and four years of professional experience relevant to the position which involved working with a non-profit arts or cultural organization, a public arts or cultural agency, or comparable experience in a public or non-profit setting; OR an equivalent combination of education and experience; OR two years of experience as an Arts Program Associate Trainee in Nevada State service. (See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: an arts field applicable to the position; arts policy, program management, and administration; grants and funds development; local and/or state arts agencies and the National Endowment for the Arts purposes and responsibilities; professional arts resources and artistic disciplines; research methodologies and techniques. Ability to: analyze information, problems, situations, practices, policies and procedures to organize work flow and accomplish established objectives; collect and analyze statistical data on various subjects that affect arts programs; independently conduct research; prepare and/or present information for interested groups and the media; speak extemporaneously on short notice regarding arts issues, programs, and/or related topics at agency and public meetings; write concise, logical, grammatically correct analytical reports and documents on arts issues suitable for publication; and all other knowledge, skills, and abilities required at the lower level.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Arts Program Coordinator.)

ARTS PROGRAM ASSOCIATE TRAINEE

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in studio art, dance, theater, photography, folklife, communications, architecture, English, creative writing, or closely related field; OR Associate's degree from an accredited college or university in studio art, dance, theater, photography, folklife, communications, architecture, English, creative writing, or closely related field and one year of experience relevant to the position which involved working with a non-profit arts or cultural organization, a public arts or cultural agency, or comparable experience in a*

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public or non-profit setting; OR graduation from high school or equivalent education and two years of experience relevant to the position which involved working with a non-profit arts or cultural organization, a public arts or cultural agency, or comparable experience in a public or non-profit setting; OR an equivalent combination of education and experience. (See Special Requirement)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: computer hardware and software including general office productivity applications. General knowledge of: an arts field applicable to the position; arts program management and administration; grants and funds development; research methodologies and techniques. Ability to: communicate effectively orally and in writing; develop written materials such as newsletters, guidelines, reports, and speeches; establish rapport and maintain cooperative working relationships with colleagues and peers, artists and arts administrators, the media, funders, profit and non-profit sectors, State and federal agencies, and the general public; exchange ideas to arrive at decisions, conclusions, and solutions to arts and cultural challenges and/or problems; respond effectively and diplomatically to interruptions, distractions, changing deadlines, and requests for information; set priorities which accurately reflect the relative importance of job responsibilities; use general office equipment such as phones, faxes, and copiers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: grants and funds development; Nevada Arts Council and the National Endowment for the Arts purposes and responsibilities.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

	<u>7.881</u>	<u>7.882</u>	<u>7.883</u>
ESTABLISHED:	7/1/09P 12/19/08PC	7/1/09P 12/19/08PC	7/1/09P 12/19/08PC